



# Safeguarding Policy

## Purpose and Aims

The purpose of **Select Childcare** safeguarding policy is to provide a secure framework for the workforce in safeguarding and promoting the welfare of those children/young people who attend our setting. The policy aims to ensure that:

All our children are safe and protected from harm.

Other elements of provision and policies are in place to enable children to feel safe and adopt safe practices;

Staff, children, visitors, volunteers and parents are aware of the expected behaviours' and the settings legal responsibilities in relation to the safeguarding and promoting the welfare of all of our children.

## Ethos

All children deserve the opportunity to achieve their full potential. In 2003, the Government published the *Every Child Matters* Green Paper alongside the formal response to the report into the death of Victoria Climbié. The Green Paper set out five outcomes that are key to children and young people's wellbeing:

- be healthy;
- stay safe;
- enjoy and achieve;
- make a positive contribution; and
- achieve economic wellbeing.

The five outcomes are universal ambitions for every child and young person, whatever their background or circumstances. Improving outcomes for all children and young people underpins all of the development and work within this setting.

Safeguarding in Select Childcare is considered everyone's responsibility and as such our setting aims to create the safest environment within which every child has the opportunity to achieve their Five Outcomes. Select Childcare recognizes the contribution it can make in ensuring that all children registered or who use our setting feel that they will be listened to and appropriate action taken. We will do this by working in partnership with other agencies and seeking to establish effective working relationships with parents, carers and other colleagues to develop and provide activities and opportunities throughout our curriculum that will help to equip our children with the skills they need. This will include materials and learning experiences that will encourage our children to develop essential life skills and protective behaviours.

## Responsibilities and expectations

Select Childcare has Staff whose legal responsibility it is to make sure that the setting has an effective safeguarding policy and procedures in place and monitors that the setting complies with them. The staff should also ensure that the policy is made available to parents and carers if requested. It is the responsibility of the staff to ensure that all staff and volunteers are properly checked to make sure they are safe to work with the children who attend our setting and that the setting has procedures for handling allegations of abuse made against members of staff

The Safeguarding Designated Officer is Neil and Maxine. If they are not available then the The Named Member of the Trustees/Committee for Safeguarding is xxxxxxxxxxxx

It is the responsibility of the SDO to ensure that all safeguarding issues raised in setting are effectively responded to, recorded and referred to the appropriate agency. They are also responsible for arranging the whole settings safeguarding training for all staff and volunteers who work with children and young people in our setting. The SDO must ensure that the whole settings safeguarding training takes place at least every three years; which they can deliver within setting provided they are linked in to the support and quality assurance process offered by the Local Authority.

The SDO is required to attend or ensure that a senior member of staff who has the relevant training and access to appropriate supervision, attends where appropriate, all child protection case conferences, reviews, core groups or meetings where it concerns a child at our setting and to contribute to multi-agency discussions to safeguard and promote the child's welfare.

All Child Protection concerns need to be acted on **immediately**. If you are concerned that a child may be at risk or is actually suffering abuse, you must tell the Safeguarding Designated Officer.

**All Adults, including the SDO, have a duty to refer all known or suspected cases of abuse to the relevant agency including Children and Young Peoples Service (CYPS) – Social Care, MASH (Multi Agency Safeguarding Hub) or the Police.** Where a disclosure is made to a visiting staff member from a different agency, e.g. Early Years Consultants, Health Visitors, it is the responsibility of that agency staff to formally report the referral to the Setting's Designated Person in the first instance. Any records made should be kept securely on the Child's Protection file.

## Recognising concerns, signs and indicators of abuse

Safeguarding is not just about protecting children from deliberate harm. For our setting it includes such things as child safety, bullying, racist abuse and harassment, visits, intimate care and internet safety etc. The witnessing of abuse can have a damaging affect on those who are party to it, as well as the child subjected to the actual abuse, and in itself will have a significant impact on the health and emotional well-being of the child. Abuse can take place in any family, institution or community setting, by telephone or on the internet. Abuse can often be difficult to recognise as children may behave differently or seem unhappy for many reasons, as they move through the stages of childhood or their family circumstances change. However, it is important to know the indicators of abuse and to be alert to the **need to consult further**.

## Physical Abuse

This can involve hitting, shaking, throwing, poisoning, punching, kicking, scalding, burning, drowning and suffocating. It can also result when a parent or carer deliberately causes the ill health of a child in order to seek attention through fabricated or induced illness. This was previously known as Munchausen's Syndrome by Proxy.

# Emotional Abuse

Emotional Abuse is where a child's need for love, security, recognition and praise is not met. It may involve seeing or hearing the ill-treatment of someone else such as in Domestic Violence or Domestic Abuse. A parent, carer or authority figure is considered emotionally abusive when they are consistently hostile, rejecting, threatening or undermining toward a child or other family member. It can also occur when children are prevented from having social contact with others or if inappropriate expectations are placed upon them. Symptoms that indicate emotional abuse include:

- Excessively clingy or attention seeking.
- Very low self-esteem or excessive self-criticism.
- Withdrawn behaviour or fearfulness.
- Lack of appropriate boundaries with strangers; too eager to please.
- Eating disorders or self-harm

# Sexual Abuse

Sexual abuse involves forcing or enticing a child or young person to take part in sexual activities, whether or not the child is aware of what is happening. This may include physical contact both penetrative and non-penetrative, or viewing pornographic material including through the use of the internet. Indicators of sexual abuse include: allegations or disclosures, genital soreness, injuries or disclosure, sexually transmitted diseases, inappropriate sexualized behaviour including words, play or drawing.

# Neglect

Neglect is the persistent failure to meet a child's basic physical and/or psychological needs which can significantly harm their health and development. Neglect can include inadequate supervision (being left alone for long periods of time), lack of stimulation, social contact or education, lack of appropriate food, shelter, appropriate clothing for conditions and medical attention and treatment when necessary.

# What to do if you are concerned

If a child makes an allegation or disclosure of abuse against an adult or other child or young person, it is important that you:

- Stay calm and listen carefully.
- Reassure them that they have done the right thing in telling you.
- Do not investigate or ask leading questions.
- Let them know that you will need to tell someone else.
- Do not promise to keep what they have told you a secret.
- Inform your Safeguarding Designated Officer as soon as possible.
- Make a written record of the allegation, disclosure or incident which you must sign, date and record your position using the setting safeguarding record log forms.

If you are concerned that a member of staff or adult in a position of trust poses a danger to a child or young person or that they might be abusing a child or young person you should report your concerns to the

# Managing Allegations

We are aware of the possibility of allegations being made against members of staff or volunteers that are working or may come into contact with children and young people whilst in our setting. Allegations will usually be that some kind of abuse has taken place. They can be made by children and young people or other concerned adults. Allegations are made for a variety of reasons:

- Abuse has actually taken place.
- Something has happened to the child that reminds them of a past event – the child is unable to recognize that the situation and people are different; Children can misinterpret your language or your actions.
- Some children recognize that allegations can be powerful and if they are angry with you about something they can make an allegation as a way of hitting out.
- An allegation can be a way of seeking attention.

If an allegation is made against an adult in a position of trust whether they be members of staff or volunteers this should be brought to the immediate attention of the SDO who will advise the **Chair of Trustees/Committee/Proprietor**. In the case of the allegation being made against the SDO this will be brought to the immediate attention of the **Chair of Trustees/Committees/Proprietor**. The SDO/**Chair of Trustees/Committees/Proprietor** will need to discuss with the Local Authority Designated Officer (LADO) the nature of the allegations in order for the appropriate action to be taken. This may constitute an initial evaluation meeting or strategy discussion depending on the allegation being made. **Chair of Trustees/committees/Proprietor** will need to:

- Refer to the Local Authority Designated Officer (LADO) immediately and follow up in writing within 48 hours. Consider safeguarding arrangements of the child or young person to ensure they are away from the alleged abuser.
- Contact the parents or carers of the child/young person if advised to do so by the LADO.
- Consider the rights of the staff member for a fair and equal process of investigation.
- Advise Ofsted of allegation
- Ensure that the appropriate disciplinary procedures are followed including whether suspending a member of staff from work until the outcome of any investigation is deemed necessary.
- Act on any decision made in any strategy meeting.
- Advise the Independent Safeguarding Authority where a member of staff has been disciplined or dismissed as a result of the allegations being founded.

## Training

All members of staff and volunteers will have access to whole setting safeguarding training at least every three years. We will also, as part of our induction, issue information in relation to our Safeguarding policy and any policy related to safeguarding and promoting our children/young people's welfare to all newly appointed staff and volunteers.

Our Safeguarding Designated Officer will undertake further safeguarding training in addition to the whole setting training. This will be undertaken at least every three years which updates their awareness and understanding of the impact of the wide agenda of safeguarding issues. This will support both the SDO to be able to better undertake their role and support the school in ensuring our safeguarding arrangements are robust and achieving better outcomes for the children in our setting. This includes taking part in multi-agency training in addition to safeguarding training.

Our staff will have access to safeguarding training and our for Safeguarding will also undertake additional awareness training at least every three years. They will also be advised to undertake additional training to support their employers' role in Handling Allegations against adults who work with children and young people, including our staff and volunteers.

Our safeguarding arrangements are reported on an annual basis to our staff and our Safeguarding policy is reviewed annually, in order to keep it updated in line with local and national guidance/legislation.

We will include our Safeguarding Policy in our settings prospectus/website and will post copies of our policy throughout the setting. We are also able to arrange for our policy to be made available to parents whose first language is not English, on request.

## Related Setting Policies

'.....safeguarding covers more than the contribution made to child protection in relation to individual children. It also encompasses issues such as child health and safety and bullying.....and a range of other issues, for example, arrangements for meeting the medical needs of children ....providing first aid, setting security, drugs and substance misuse, etc.

There may also be other safeguarding issues that are specific to the local area or population' *Safeguarding Children and Safer Recruitment in Education DfES 2007*

This policy will cross reference to related setting policies and other protocol:

Managing Behaviour  
Health and Safety  
Child Protection  
Complaints  
Allegations of Abuse  
Accidents and Incidents  
Healthy Eating  
EYPS 39 standards

All of these policy's are available on our web site at: [www.selectchildcare.co.uk/policy.html](http://www.selectchildcare.co.uk/policy.html)

## Legislation relating to this policy:

Children Act 1989, 2004  
Education Act 1996, 2002 (Section 175)  
School Standards and Framework act 1998  
Safeguarding Children and Safer Recruitment in Education Guidance DfES 2007  
Every Child Matters  
Statutory Framework for the Early Years Foundation Stage 2008  
Working Together to Safeguard Children 2010

### **Childcare Providers**

The purpose of this policy is to help Select Childcare staff, know what to do if they think a child in their care may be being abused or is likely to be abused. This policy is intended to complement the book "What to do if you are worried a child is being abused".

We commit to acting in the child's best interest, when dealing with any child Safe Guarding issues.

By producing this policy we aim to help all Select Childcare staff understand some of the warning signs that a child may be being abused and to know what to do if they have concerns about a child's welfare.

All those who come into contact with children and families, including people who do not have a specific role in relation to child protection, have duty to safeguard and promote the welfare of children.

Before explaining the action a member of staff should take on receiving information that leads them to be worried about a child, it is helpful to understand the following:

- Definition of child abuse.
- Significant harm.
- Child in need.
- How children can be abused.
- Signs and indicators of possible abuse

Once this is understood we can explain the following:

- How abuse and neglect or possible abuse and neglect may come to the attention of staff.
- What action staff should take?
- What happens next?
- Confidentiality.

### **Definition of child abuse.**

Child abuse consists of anything, which individuals, institutions or processes do or fail to do, which directly or indirectly harms children or damages their prospect of a safe and healthy development into childhood. The national commission of enquiry into the prevention of child abuse. 1996.

### **Significant Harm**

Significant harm is based on the severity and extent of the harm, the duration and frequency of abuse and neglect and the extent of the premeditation. There is no specific definition for significant harm but these criteria will be used to determine the level of harm involved. This harm will also include 'the impairment suffered from seeing or hearing the ill treatment of another' - (the children's act 1989 - amendment in 2002).

On deciding the significant harm the local authority will make enquiries as to whether or not intervention is needed for the family.

### **Child In Need**

Children who are "in need" under the children act 1989, are those whose 'vulnerability is such that they are unlikely to reach or maintain a satisfactory level of health or development, or their health and development will be significantly impaired, without the provision of services'.

### **How children can be abused.**

Children maybe abused through:

- **Neglect.**  
Is the persistent failure to meet a child's basic physical and/or psychological needs, likely to result in the serious impairment of the child's health or development, such as failing to provide adequate food, shelter and clothing, or neglect of, or unresponsiveness to, a child's basic emotional needs.
- **Physical abuse.**  
This may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating, or otherwise causing physical harm to a child, including by fabricating the symptoms of, or deliberately causing, ill health to a child.
- **Sexual abuse.**  
Involves forcing or enticing a child or young person to take part in sexual activities, whether or not the child is aware of what is happening. The activities may involve physical contact, including penetrative or non-penetrative acts. They may include involving children in looking at, or in the production of, pornographic material, encouraging children to behave in sexually inappropriate ways.
- **Emotional abuse.**  
Is the persistent emotional ill treatment of a child such as to cause severe and persistent adverse effects on the child's emotional development? It may involve conveying to the children that they are worthless or unloved, inadequate, or valued only insofar as they meet the needs of another person, age or developmentally inappropriate expectations being imposed on children, causing children frequently to feel frightened, or the exploitation or corruption of children.

Recognising or suspecting that a child is being abused may be stressful and upsetting. It is easy for people to believe that it couldn't happen to children for whom they care.

Children are harmed in all sorts of families and in most instances the person causing the harm is well known to them.

### **Signs and indicators of possible abuse.**

Through observations of children staff maybe able to identify unusual marks or behavioral differences, which could be caused by a form of abuse?

Listening to children when they are playing or directly talking to you may give indicators that abuse is being carried out. Listening to parents or carer's is also a way of finding out information. This way you can find a possible explanation for any strange behaviour a child might be displaying. The important thing to remember when you think you may see signs or indicators of abuse are to record it, get as much information as possible without leading the conversations, and record the information as clearly and accurately as possible.

Remember it is not your responsibility to decide if a child is being abused; it is your responsibility to raise cause for concern and to refer on.

### **How abuse or possible abuse may come to the attention of staff**

- Through direct observation of the children they care for.
- Seeing unusual marks on a child they care for.
- From an outside agency, such as social services.
- Through a telephone call.
- A letter.
- A fax.
- An e-mail

Any information about the possible abuse of a child received by staff, regardless of the source, must be acted upon without delay.

### **What action should staff take? What happens next?**

- Be aware of the company's policies and procedures for promoting and safeguarding the welfare of children.
- Know whom to contact to express concerns about a child's welfare.
- Don't do anything to jeopardize an investigation, such as asking leading questions.
- Refer any concerns to your manager.
- The manager will refer any concerns to the police or social services.
- Have all information on the child and family up to date and accurate.
- Communicate with the child in an appropriate way; reassure them but never promise confidentiality.
- Record all concerns, discussions, decisions made and the reasons for those decisions.
- You may discuss your concerns with colleagues or other childcare professionals without identifying the child. This way you can have a wide range of experience and reassurance that you are taking the right action for the child.
- If concerns for the child are still there you must inform social services.
- When you make a referral, agree with the recipient what the child and parents will be told, by whom and when.
- If you make a referral by phone you must confirm it in writing within 48 hours.
- Social services should acknowledge your written referral within one working day. If you haven't heard anything back after 3 days get in contact with them again.
- Where you are asked to provide any information to social services or the police about the child or family, always make a copy of this information.
- You maybe asked to contribute an assessment.
- You must provide support or specific services to the child or member of the family as part of an agreed plan, and contribute to the reviewing of the child's developmental progress.
- The flow charts, which follow this policy, will explain all the different steps, which could be taken in the referral process and beyond.
- Social services may require you to contribute to assessments about the child and their "need".
- Staff are to be aware that accidents in the home do happen which cause injury. These should not be ignored, but discussed with the parents/carer's in a supportive way.
- Children do overhear things and repeat them; again these comments should be taken seriously, but not assumed to of happened, but not ignoring them.
- Remember there could be a stressful situation at home, which could trigger behaviour not usual of a child.

#### **Confidentiality**

Information about child protection concerns in relation to a child is confidential. Staff should make sure they keep any written information in a safe place, and never talk about the child's background except with those professionals involved.

### **Concerns raised about a childcare provider**

Where concerns have been raised about a childcare provider possibly harming a child the following action should be taken:

- On the same day telephone Lado and report the concern on 01392 384964
- Record the action on the relevant form.
- Follow any actions requested by Lado.

- Talk to the person raising the concern and record all information.
- The social services department will be involved and will investigate the situation and the concern for the child's well fair.
- A decision will be made by the social services and the police may be involved depending on the severity of the case.
- The member of staff who is involved may be suspended from duties until the matter has concluded, depending on the severity of the accusation.
- Depending on the outcome the member of staff will be reinstated into their usual role or dismissed from the company.
- The company will liaise with and cooperate with all police and social services investigations.
- The company will make the well fair of the child the top priority in any suspicions of abuse.

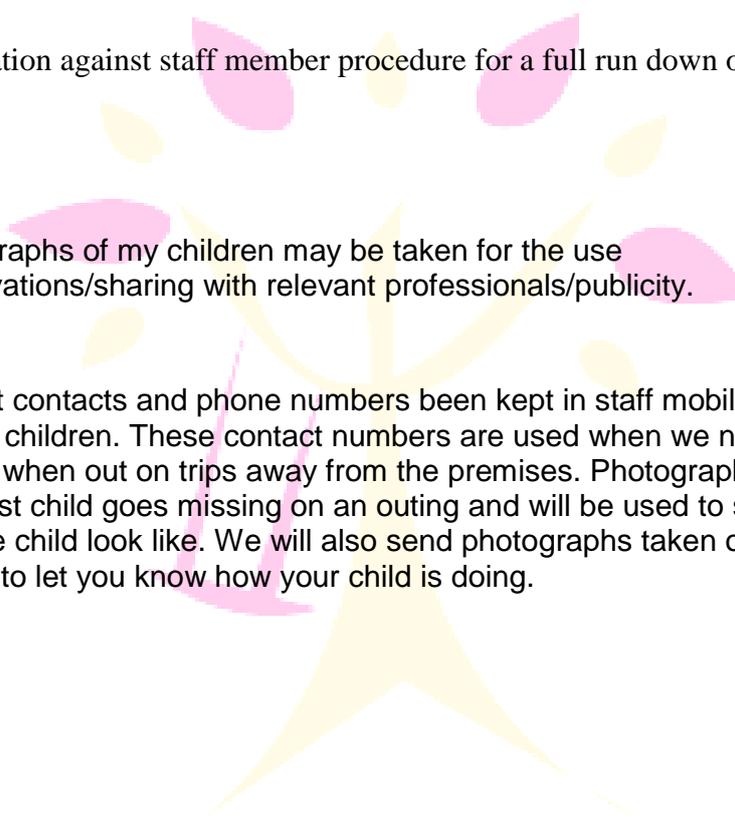
Please see the allegation against staff member procedure for a full run down of the protocol

### Photographs

I agree that photographs of my children may be taken for the use of recording observations/sharing with relevant professionals/publicity.

### Mobile Phones

I agree to all parent contacts and phone numbers been kept in staff mobile phones as well as photographs of the children. These contact numbers are used when we need to contact parents /guardians when out on trips away from the premises. Photographs are used for emergencies if a lost child goes missing on an outing and will be used to show local authorities what the child look like. We will also send photographs taken on outings direct to your mobile phone to let you know how your child is doing.



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### Useful telephone numbers

Local social services duty desk	101
Local police station	101
Ofsted	0300 1231231
NCMA Information Line – for help and support for with all areas of childminding, including allegations of child abuse.	0845 880 0044
NCMA Legal advice line – offers free, professional advice to NCMA members on any legal problem related to their childminding business.	01253 777468
NSPCC child protection helpline – 24-hour helpline for people worried about a child	0808 800 5000
Local early years team	

Childminder's name	Neil and Maxine Ewins
Childminder's signature	<i>M. Ewins</i> <b>NEwins</b>
Date	
Date	

Date policy was written	24/09/12
This policy is due for review on the following date	23/09/13

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**This policy supports the following requirements and standards:**

## **England**

Early Years Foundation Stage Safeguarding and Welfare Requirements

### **Child Protection**

Providers must be alert to any issues for concern in the child's life at home or elsewhere and are required to implement an effective safeguarding children policy in line with the relevant LSCB.

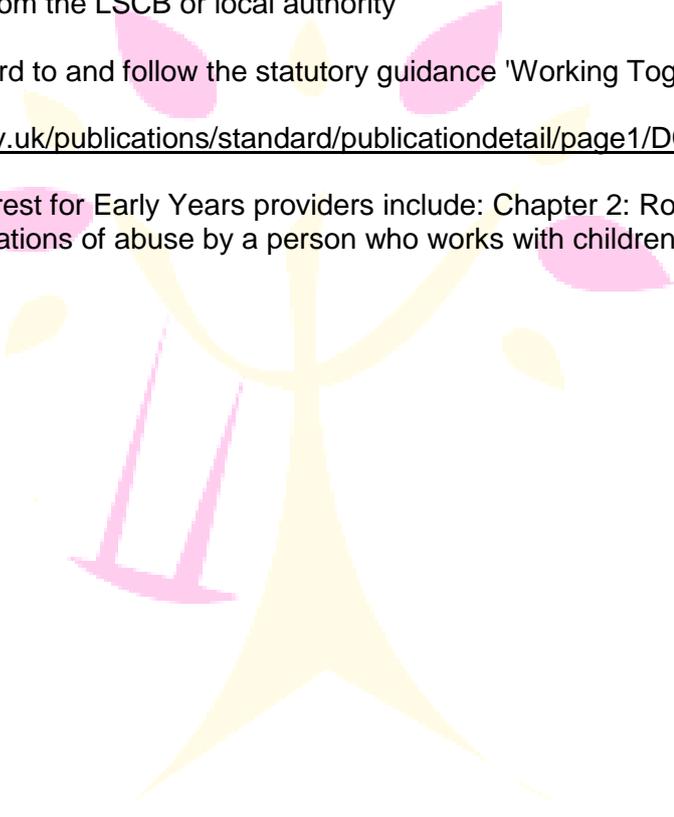
The provider must ensure that anyone working with them understands the safeguarding policy and procedure.

Childminders must take the lead responsibility and attend a child protection training course taking into account any advice from the LSCB or local authority

Providers must have regard to and follow the statutory guidance 'Working Together to Safeguard Children' 2010, v.4

<https://www.education.gov.uk/publications/standard/publicationdetail/page1/DCSF-00305-2010>

Sections of particular interest for Early Years providers include: Chapter 2: Roles and responsibilities, and Allegations of abuse by a person who works with children (page 199).



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***For further information regarding any child protection procedure, please consult [www.swcpp.org.uk](http://www.swcpp.org.uk)***

## Useful Contacts:

Devon Safeguarding Children Board [www.dscb.info/](http://www.dscb.info/)

South West Child Protection Procedures [www.swcpp.org.uk](http://www.swcpp.org.uk)

Devon Early Years and Childcare Service [www.devon.gov.uk/eycs](http://www.devon.gov.uk/eycs)

Child Exploitation and Online Protection Agency [www.ceop.org.uk](http://www.ceop.org.uk)

NSPCC Safe (Safe Activities for Everyone) Network [www.safenetwork.org.uk](http://www.safenetwork.org.uk)

### **CYPS area contact numbers:**

(9am - 5pm Monday to Thursday, 9am – 4pm Friday)

**Multi-agency Safeguarding Hub (MASH) 0345 155 1071**

email: [mashsecure@devon.gcsx.gov.uk](mailto:mashsecure@devon.gcsx.gov.uk)

North Devon CYPS - 01271 388 660

Exeter and East CYPS - 01392 384 444

Mid Devon CYPS - 08448 805 838

Teignbridge, South & West Devon CYPS - 01392 386 000

### **Out of hours for CYPS (Social Care):**

5pm -9am and at weekends and public holidays, please contact:

Emergency Duty Service 0845 6000 388 (low-rate call)

**Police Central Referral Unit:** 0845 605 116

### **EYCS Consultation Service:**

If you have concerns about a child but are unsure whether to make a Social Care referral.

The numbers are:

Nikki Phillips – Locality Manager for Exeter, East and Mid Devon 01392 385394

Melissa Filby – Locality Manager for Northern Devon 01271 388901

Susan Bolt - Locality Manager for South West Devon 01626 324982

Mary Cousins – Registration and Inspection Officer 01392 385536

### **DSCB**

Head of Safeguarding: Chris Dimmelow 01392 386091

DSCB Office: Christina Ashforth 01392 386067

**Child Protection Chairs and Local Authority Designated Officers** for managing allegations against staff:

Allegations against staff Referral Co-ordinator		01392 384964
Exeter and East	Frances Hunt	01392 384965
	Jan Liff	01392 384965
South and West	Chris Vigar	01392 380739
North and Mid	Ray Charran	01392 388670

## Multi-Agency Safeguarding Hub – MASH

This is a new initiative which has been developed by Devon and Cornwall Police, Devon Children and Young People's Service (CYPS) and partner agencies, supported by the Devon Safeguarding Children Board. Devon's Multi-Agency Safeguarding Hub (MASH) will provide information sharing across all partners involved in safeguarding – including statutory, non-statutory and third sector sources. All partners work together to provide the highest level of knowledge and analysis to make sure that all safeguarding activity and intervention is timely, proportionate and necessary.

### How will it work

All information within the MASH is collected and decision-making will take place in a timely manner within agreed timescales depending on the priority criteria when the concern is referred to a Hub.

### HIGH RISK - RED

- MASH INFORMATION PACKAGE TO BE COMPLETED WITHIN 4 HRS AND
  - Police & CYPS assessment team receive immediate notification with research to follow
- Immediate and serious safeguarding concern requiring action to ensure the safety of the child and possible necessity to secure and preserve physical evidence that might otherwise be lost.

### MEDIUM RISK - AMBER

- MASH product within one working day
- There are significant concerns but immediate urgent action is not required to safeguard the child although an investigation under Section 47 of the Children Act 1989 is likely.

### LOW RISK - GREEN

- MASH information package to be completed within three working days or
  - Immediate referral to Early Response Service (Practice Manager, CYPS, decision)
- The referrer clearly has concerns about a child's wellbeing. The child may be a child in need as defined by section 17 of Children Act 1989 however there is no information at this stage to suggest an investigation under Section 47 of the Children Act 1989 would be required.

### The MASH:

- Manages contacts and referrals received from any source (usually CYPS and Police 121A reports)
- Develops a document recording the concern information and all other available information in the Hubs within agreed timescales and an Early Years and Families manager makes an informed decision using all of the available information.
- Develops concern information into an Early Years and Families referral if services are required under section 17 or section 47 of The Children Act 1989
- Liaises with the Early Response Service for children and young people who need services but do not meet The Children Act 1989 threshold
- Provides consultation to agency referrers about thresholds, appropriate action to be undertaken and services.